

NOTICE FOR APPOINTMENT OF ADMINISTRATIVE OFFICER ON CONTRACT BASIS IN GS DL.

Geospatial Delhi Ltd. (GS DL) is a company under the Companies Act, wholly owned by Government of Delhi and providing various GIS related services to the various departments of Government of Delhi and other agencies. GS DL proposes to appoint one Administrative Officer on Contract Basis in GS DL. Eligible and desirous candidate having required qualification and experience may apply through the website of GS DL i.e. www.gsdl.org.in.

1. ELIGIBILITY:

i. Qualification & Experience: Master of Business Administration with minimum five year experience in administration, office procedures, coordination facilitation, documentation, in company setup. Experience of 5 years shall be counted as on 01.01.2018.

ii. Age: Not exceeding 45 years as on 01.01.2018.

iii. Desirable: Preference may be given to incumbent having a working experience in IT Company.

iv. Role and Responsibility: Incumbent shall be responsible for day to day administration, supervising of day to day operation, HR issues, coordination with departments and any other duty/ task/ assignment as assigned by controlling officers from time to time.

2. REMUNERATION: Consolidated Rs. 45000/- (Forty Five Thousand) per month.

3. MODE OF SELECTION:

- i. Advertisement shall be published in the **one leading English newspaper having highest circulations in Delhi and on the website of GSDL.**
- ii. **Ten days will be provided for filling the online application form on the website of GSDL,** from the date of publication of advertisement in the newspaper.
- iii. Applicant shall fill the application form online at the link "**Appointment of Administrative Officer on Contract Basis in GSDL**" on the GSDL website. The link for the online application will be active only for period of 10 days from the date of publishing of advertisement in the newspaper.
- iv. List of applications received shall be published on the website of GSDL and list of eligible applicant for interview shall be published after the shortlisting of application.
- v. Applicants so shortlisted will then be called for interview. Intimation will be sent at the email address, as given in the application form.
- vi. Candidates will have to produce all original documents at the time of the interview.
- vii. The result shall be published on our web site **www.gsdl.org.in.**

4. Tenure/ term of Appointment:

The initial appointment will be for a period of one year. However, on completion of the term and satisfactory performance of the candidate, the appointment may be renewed for a further period as the GSDL may decide. The GSDL reserves the right to terminate the appointment at any time.

The GSDL reserves the right to accept or reject any application without assigning any reason. The application submitted will not bind the GSDL to consider him/ her for selection.

5. No TA/DA will be admissible for attending the interview.

6. For any technical queries, if any, regarding registration on the link, contact to:

Name : Pawan Kumar, Project Leader (Software)
Contact : 9968963277/ 011-23813860
E-mail : pawankr82@gmail.com

(Shashi Kumar Taneja)
Company Secretary & F.O.

[Apply Online \(Click Here\)](#)